

Warrant for a
Special Meeting



**City of Fitchburg
Massachusetts 01420**

CITY COUNCIL

Councillors at Large

Jeffrey A. Bean
David Clark
Marcus L. DiNatale
Stephan Hay
Dean A. Tran

President

Michael P. Kushmerek

Vice President

Amy L. Green

Ward Councillors

Ward 1 – Amy L. Green
Ward 2 – Paul R. Beauchemin
Ward 3 – Joel R. Kaddy
Ward 4 – Michael P. Kushmerek
Ward 5 – Angelo J. Bisol, Jr.
Ward 6 – Jody M. Joseph

March 21, 2016

WARRANT FOR A SPECIAL MEETING OF THE CITY COUNCIL

A Special Meeting of the City Council will be held on

Wednesday, March 16, 2016

Immediately following Council as a Whole Committee

Which is scheduled to begin at 6:00 PM

Memorial Middle School Library

615 Rollstone St.

Fitchburg, MA 01420

The agenda will consist of the following:

The Mayor's funding requests for the Year 42 Community Development Block Grant Program (attached).

Per Order:

Michael Kushmerek
City Council President

By:

Anna M. Farrell
City Clerk



The City of Fitchburg
Massachusetts
OFFICE OF THE MAYOR

STEPHEN L. DINATALE
MAYOR

166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL. (978) 829-1801

AARON TOURIGNY
CHIEF OF STAFF
ATOURIGNY@FITCHBURGMA.GOV

JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

February 23, 2016

President Michael Kushmerek
Fitchburg City Council
166 Boulder Drive
Fitchburg, MA. 01420

Dear President Kushmerek:

In consideration of the recommendation of the Planning Board and comments by various citizens regarding the Year 42 Community Development Block Grant Program (CDBG), I hereby submit to the City Council the following Year 42 CDBG application for your review.

I. ANTICIPATED FUNDING FOR YEAR 42 PROGRAM

YEAR 42 ENTITLEMENT	\$ 898,104.00
ESTIMATED PROGRAM INCOME FROM PRIOR YEARS (BOH and Building Code Enforcement Fees Collected)	\$ 22,399.87
REPROGRAMMED AMOUNT (Reprogrammed amount is from unused funds in previous years.)	\$ 53,739.17

ANTICIPATED FUNDING AS OF 7/1/16

\$ 974,243.04

Agenda

Year 42 CDBG
Program

II. CDBG YEAR 42 FUNDING REQUESTED

PUBLIC FACILITIES AND IMPROVEMENTS (7)	\$ 537,000.00
PUBLIC SERVICES (6)	\$ 228,043.43
ECONOMIC DEVELOPMENT (1)	\$ 25,000.00
CLEARANCE ACTIVITIES (1)	\$ 300,000.00
REHABILITATION AND PRESERVATION (2)	\$ 192,000.00
PLANNING AND ADMINISTRATION (1)	\$ 217,000.00
TOTAL YEAR 42 FUNDING REQUESTS (18)	\$1,499,043.43

III. RECOMMENDATIONS

PUBLIC FACILITIES (2)	\$ 210,000.00
PUBLIC SERVICES (5)	\$ 152,000.00
ECONOMIC DEVELOPMENT (1)	\$ 20,000.00
CLEARANCE ACTIVITY (1)	\$ 188,243.04
REHAB AND PRESERVATION (2)	\$ 192,000.00
PLANNING AND ADMINISTRATION (1)	\$ 212,000.00
TOTAL YEAR 42 FUNDING RECOMMENDATIONS (12)	\$ 974,243.04

CDBG Housing Revolving Loan Funds:

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 97,200.00
Anticipated Fund Balance as of June 30, 2016	\$ 46,000.00
Potential Program Income from July 1, 2016 – June 30, 2017	\$ 138,000.00

CDBG Business Revolving Loan Funds:

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 13,921.60
Anticipated Fund Balance as of June 30, 2016	\$ 53,000.00
Potential Program Income July 1, 2016 – June 30, 2017	\$ 15,187.20

Other Program Income (BOH/Bldg Dept Code Enforcement Fees)

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 13,000.00
Potential Program Income July 1, 2016 – June 30, 2017	\$ 20,000.00

HOME Revolving Loan Funds:

Anticipated Program Income July 1, 2015 – June 30, 2016	\$ 70,800.00
Anticipated Fund Balance as of June 30, 2016	\$ 5,000.00
Potential Program Income July 1, 2016 – June 30, 2017	\$ 68,400.00

PUBLIC FACILITIES AND IMPROVEMENTS**Twin Cities Rail Trail (TCRT)****\$100,000**

Summary: Project funds will be used to cover a portion of the total purchase price of 2.2 miles of abandoned rail banked line in Fitchburg, to create a multi-use trail from Fitchburg to Leominster. The state has committed more than \$12 million in funds to design and construct the TCRT, and a federal earmark of \$2 million has been set aside towards the \$3 million purchase price of the trail. The balance of the purchase price is expected to be borne by the two cities.

Parks and Playgrounds Improvement Project**\$110,000**

Summary: Project funds will be used to match \$244,203 in Parkland Acquisitions and Renovations for Communities Program funds (PARC) to make improvements to the First and Railroad Street Park. Activities include the installation of a basketball court and provision of green space for passive recreation and education. The mitigation of storm water runoff is an added benefit of the project. These funds will be used to supplement prior year CDBG funds to continue work on other parks listed on the City's Priority Action Plan for Parks and Playgrounds.

TOTAL PUBLIC FACILITIES AND IMPROVEMENTS**\$210,000.00****PUBLIC SERVICES****MIHN Family Housing/Self Sufficiency Program****\$9,000**

Summary: Project funds will provide emergency housing for homeless families in North Worcester County, including case management and follow up services once a family leaves the shelter. Overnight supervision is provided 7 days a week. It is estimated that 20 families will be served during the program year, of which an estimated 50% or 10 families (unduplicated count) will originate from Fitchburg. Approximately 300 volunteers from 9 local churches assist in the operation of the program which includes the provision of 3 meals a day. Funds will support the salary of the Operations Manager. MIHN recently relocated to 758 Main Street in Leominster. The new location has a 20-bed capacity and can hold up to 3-5 families at one time.

Building Leadership & Inspiring Self-Sufficiency**\$53,000**

Summary: Project funds will be used to provide an afterschool youth program, information and referral, food pantry, bi-lingual services to Latino residents, GED in Spanish, ESL, citizenship, civic & community engagement at the Cleghorn Neighborhood Center (CNC). Funds will be for staff salaries, additional part-time assistant in the afterschool program, and related administrative costs. The agency operates citywide. It is estimated that 1,100 (unduplicated count) will be served. CNC is located at 2-18 Fairmount Street and the Youth Center at 40 Fairmount Street.

Spartacus Program**\$9,000**

Summary: Project funds will be used to support staff salary of the Teen Center Spartacus Program, offering services to at-risk youth between the ages of 13 and 18 who live in Fitchburg. Emphasis will be on Youth Development, Healthy Living and Social Responsibility through physical fitness, team building, life skills training and outdoor activities. It is estimated that 50 youth (unduplicated count) will be served. The afterschool program will operate between September and June. The YMCA is located at 55 Wallace Ave in Fitchburg.

Drug Enforcement and Patrol Program**\$65,000**

Summary: Project funds will be used to provide for police overtime expenses related to drug investigation activities in the CDBG Strategy Area, and foot/motorcycle/bicycle patrols in the Main Street area. This project will help alleviate drug activity, violent crime and property crime, which will benefit residents and businesses. Police activities include narcotics investigations, surveillance, undercover buys, search warrant services and arrests.

Transportation Services to Afterschool Program**\$16,000**

Summary: Project funds will be used to provide one-way transportation from Fitchburg schools to the Boys and Girls Club Afterschool Program. The Fitchburg schools include: Memorial, South Street, Reingold, Crocker, McKay, Longsjo, Sizer and Fitchburg High School. It is estimated that approximately 1,440 transportation trips will be provided. This service is for Fitchburg youth between the ages of 8 and 18. It is estimated that 250 Fitchburg youth (unduplicated count) will be served. The Club is located at 365 Lindell Street in Leominster.

TOTAL PUBLIC SERVICES**\$152,000.00****ECONOMIC DEVELOPMENT****Small Business Technical Assistance Program****\$20,000**

Summary: Project funds will provide outreach and technical assistance to businesses. This program leverages loans for small businesses. Additional staff time will be used to address business development related to the North of Main Street project. It is estimated that 40 businesses will be served (unduplicated count), 60 jobs will be created/retained, 40 businesses will be counseled, 4 loans with a value of \$100,000 total will be facilitated, 25 business plans will be developed and 10 businesses will be trained. Funds will be used to pay staff salary. The CDC recently changed its name to NewVue Communities in 2015 and expanded its service area to include all of North Central Massachusetts. The office is located at 470 Main Street.

TOTAL ECONOMIC DEVELOPMENT**\$20,000.00**

Year 42 CDBG
Program (cont)

CLEARANCE ACTIVITIES

Demolition

\$188,243.04

Summary: Project funds will be used to remove abandoned structures primarily in the CDBG strategy area, which pose an imminent threat to public safety and which contribute to slums and blight, although the entire city is CDBG eligible. It is estimated that 8 buildings containing up to 20 units will be demolished. Consultants will be hired for specific expertise such as environmental assessment or engineering services.

TOTAL CLEARANCE ACTIVITY

\$188,243.04

REHABILITATION AND PRESERVATION

Building Code Enforcement

\$49,000

Summary: Project funds will be used to pay 50% of one existing full-time Building Inspector position and 50% of one full-time Clerk position. Through enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 1,500 housing units (duplicated count) will be inspected in the CDBG strategy area.

Board of Health Code Enforcement

\$143,000

Summary: Project funds will be used to pay 100% of two existing full-time BOH Inspector positions and 50% of one full-time Clerk position. Through the enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 2,000 housing units (duplicated count) will be inspected in the CDBG strategy area.

TOTAL REHABILITATION AND PRESERVATION

\$192,000.00

City of Fitchburg,

March 16, 2016

Year 42 CDBG
(cont)

PLANNING AND ADMINISTRATION

CDBG Administration

\$212,000

Summary: Project funds will be used to provide for the necessary administration of CDBG programs and sub-recipient contracts in accordance with federal guidelines, including staffing, technical services and planning activities. This also includes grant writing and administration of grant projects, which help leverage several million dollars in additional state and federal grants.

TOTAL PLANNING AND ADMINISTRATION

\$212,000.00

TOTAL RECOMMENDED YEAR 42 CDBG PROGRAM

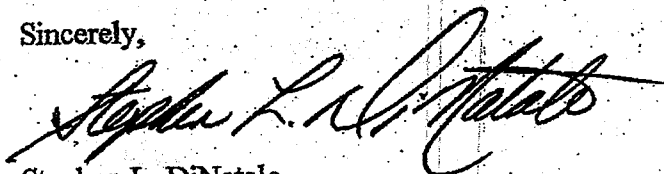
\$974,243.04

TOTAL ANTICIPATED FUNDING AVAILABLE

\$974,243.04

This Year 42 Consolidated Plan must be submitted to the Department of Housing and Urban Development no later than May 15, 2016 to insure funds will be available by July 1, 2016. In order to meet the submittal deadline for our Year 42 CDBG Program, comments must be received by the City Council's March 15th meeting.

Sincerely,



Stephen L. DiNatale
Mayor of Fitchburg

cc: Fitchburg City Council
Richard Sarasin, Auditor
Larry Casassa, Acting Director of Community Development
Mary McCaffrey, Community Development Administrator

The Special meeting of the City Council was held in the Memorial Middle School Library, 615 Rollstone St., Fitchburg MA and called to order by President Michael Kushmerek at 8:01 PM. The salute to the Flag was led by Councillor Joseph. The Clerk called the Roll and eight (8) members were present. Councillors DiNatale, Bean, and Hay were absent. President Kushmerek read the Warrant for the Special Meeting.

The Council as a Whole Committee's recommendation on the Mayor's funding requests for the Year 42 Community Development Block Grant Program (attached).

The following Handout was distributed to the Council as a Whole Committee:

City of Fitchburg CDBG Program					
YEAR 42 PROPOSALS					
JULY 1, 2016 - JUNE 30, 2017					
		Amount Available	Amt Remaining to disperse	Amt of Requests	
		\$974,243.04	\$0.00	\$1,499,043.00	
SPONSOR	PROJECT NAME	PB Recommended	Mayor Approved	Yr. 42 Request	Yr. 41 Award
Fitchburg Disability Commission	Public Facilities and Improvements	\$0.00	\$0.00	\$30,000.00	\$10,000
Councilor Kaddy and Fitchburg Pride	Sidewalk Accessibility Improvements	\$0.00	\$0.00	\$12,000.00	none
Department of Public Works	Main Street One Lane Conversion	\$0.00	\$0.00	\$20,000.00	none
Community Development Department	Allen Place Sidewalk Improvements	\$100,000.00	\$100,000.00	\$250,000.00	none
Community Development Department	Twin Cities Rail Trail	\$0.00	\$0.00	\$40,000.00	\$145,000.00
Parks Board & CD Dept.	Streetscape Improvements	\$110,000.00	\$110,000.00	\$120,000.00	\$92,338.71
Community Health Connections	Parks and Playgrounds Improvements	\$0.00	\$0.00	\$65,000.00	none
	Optometry Department Build Out/Expansion	\$210,000.00	\$210,000.00	\$537,000.00	
TOTAL					
SPONSOR	PROJECT NAME			Yr. 42 Request	Yr. 41 Award
Montachusett Interfaith Hospitality Network	Public Services (15% Cap) (\$152,000)	\$9,000.00	\$9,000.00	\$15,000.00	\$10,000.00
United Neighbors of Fitchburg, Inc.	MIHN Family Housing/Self-Sufficiency Prog.	\$53,000.00	\$53,000.00	\$73,043.43	\$56,000.00
Montachusett Regional YMCA	Building Leadership-Inspiring Self-Sufficiency	\$9,000.00	\$9,000.00	\$10,000.00	\$10,000.00
Fitchburg Police Department	Spartacus Program	\$65,000.00	\$65,000.00	\$85,000.00	\$65,000.00
Boys & Girls Club	Drug Enforcement and Patrol Program	\$16,000.00	\$16,000.00	\$30,000.00	\$18,000.00
My Turn, Inc.	Transportation Services Afterschool Program	\$0.00	\$0.00	\$15,000.00	none
	Fitchburg Employment Plus Program	\$152,000.00	\$152,000.00	\$228,043.43	
TOTAL					
	ESTIMATED PUBLIC SERVICE CAP	\$152,000.00	\$152,000.00		
	Balance Available under PS Cap	\$0.00	\$0.00		
SPONSOR	PROJECT NAME	PB Recommended	Mayor Approved	Yr. 42 Request	Yr. 41 Award
NewVue Communities (formerly TCDC)	Economic Development	\$20,000.00	\$20,000	\$25,000.00	\$20,000.00
	Small Business Technical Assistance Program	\$20,000.00	\$20,000.00	\$25,000.00	
TOTAL					
SPONSOR	PROJECT NAME			Yr. 42 Request	Yr. 41 Award
Community Development Department	Clearance Activities	\$188,243.04	\$188,243.04	\$300,000.00	\$29,280.97
	Demolition				
TOTAL					
SPONSOR	PROJECT NAME			Yr. 42 Request	Yr. 41 Award
Fitchburg Building Department	Rehabilitation and Preservation	\$49,000.00	\$49,000.00	\$49,000.00	\$49,000.00
Fitchburg Board of Health	Code Enforcement - Building Dept.	\$143,000.00	\$143,000.00	\$143,000.00	\$140,000.00
	Code Enforcement - Health Dept.	\$192,000.00	\$192,000.00	\$192,000.00	
TOTAL					
SPONSOR	PROJECT NAME			Yr. 42 Request	Yr. 41 Award
Community Development Department	Planning and Admin(20% Cap) (\$212,942)	\$212,000.00	\$212,000.00	\$217,000.00	\$217,000.00
	CDBG Administration and Planning	\$212,000.00	\$212,000.00	\$217,000.00	
TOTAL					
	Approx. Planning & Admin Cap	\$212,942.00	\$212,942.00		
	Amount Below P&A Cap	\$942.00	\$942.00		
Total Recommended Year 42 CDBG Program		\$974,243.04	\$974,243.04		

CAN Handout

The Council as a Whole Committee made the following recommendations:



STEPHEN L. DINATALE
MAYOR
166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL. (978) 829-1801

The City of Fitchburg
Massachusetts
OFFICE OF THE MAYOR

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February 23, 2016

President Michael Kushmerek
Fitchburg City Council
166 Boulder Drive
Fitchburg, MA. 01420

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<u>ANTICIPATED FUNDING AS OF 7/1/16</u>	\$ 974,243.04
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Year 42 CDBG
Program (cont)

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Year 42 CDBG
Program (cont)

The Council as a whole Committee recommended the Funding be approved by unanimous vote.
8 members present. Board consists of 11 members.

PUBLIC FACILITIES AND IMPROVEMENTS

Twin Cities Rail Trail (TCRT)

\$100,000

Summary: Project funds will be used to cover a portion of the total purchase price of 2.2 miles of abandoned rail banked line in Fitchburg, to create a multi-use trail from Fitchburg to Leominster. The state has committed more than \$12 million in funds to design and construct the TCRT, and a federal earmark of \$2 million has been set aside towards the \$3 million purchase price of the trail. The balance of the purchase price is expected to be borne by the two cities.

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TOTAL PUBLIC FACILITIES AND IMPROVEMENTS

\$210,000.00

The recommendation of the Council as a Whole Committee was accepted by unanimous vote.
Funding approved by unanimous vote. 8 members present. Board consists of 11 members.

The Council as a Whole Committee recommended the Funding be approved by vote of 7 in favor and 1 opposed (Beauchemin). 8 members present. Board consists of 11 members.

PUBLIC SERVICES

MIHN Family Housing/Self Sufficiency Program

\$9,000

Summary: Project funds will provide emergency housing for homeless families in North Worcester County, including case management and follow up services once a family leaves the shelter. Overnight supervision is provided 7 days a week. It is estimated that 20 families will be served during the program year, of which an estimated 50% or 10 families (unduplicated count) will originate from Fitchburg. Approximately 300 volunteers from 9 local churches assist in the operation of the program which includes the provision of 3 meals a day. Funds will support the salary of the Operations Manager. MIHN recently relocated to 758 Main Street in Leominster. The new location has a 20-bed capacity and can hold up to 3-5 families at one time.

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TOTAL PUBLIC SERVICES

\$152,000.00

The recommendation of the Council as a Whole Committee was accepted by unanimous vote. Funding approved by vote of 7 in favor and 1 opposed (Beauchemin). 8 members present. Board consists of 11 members.

Year 42 CDBG
Program (cont)

The Council as a whole Committee recommended the Funding be approved by unanimous vote.
8 members present. Board consists of 11 members.

ECONOMIC DEVELOPMENT

Small Business Technical Assistance Program

\$20,000

Summary: Project funds will provide outreach and technical assistance to businesses. This program leverages loans for small businesses. Additional staff time will be used to address business development related to the North of Main Street project. It is estimated that 40 businesses will be served (unduplicated count), 60 jobs will be created/retained, 40 businesses will be counseled, 4 loans with a value of \$100,000 total will be facilitated, 25 business plans will be developed and 10 businesses will be trained. Funds will be used to pay staff salary. The CDC recently changed its name to NewVue Communities in 2015 and expanded its service area to include all of North Central Massachusetts. The office is located at 470 Main Street.

TOTAL ECONOMIC DEVELOPMENT

\$20,000.00

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Funding approved by unanimous vote. 8 members present. Board consists of 11 members.

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Year 42 CDBG
Program (cont)

CLEARANCE ACTIVITIES

Demolition

\$188,243.04

Summary: Project funds will be used to remove abandoned structures primarily in the CDBG strategy area, which pose an imminent threat to public safety and which contribute to slums and blight, although the entire city is CDBG eligible. It is estimated that 8 buildings containing up to 20 units will be demolished. Consultants will be hired for specific expertise such as environmental assessment or engineering services.

TOTAL CLEARANCE ACTIVITY

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The Council as a whole Committee recommended the Funding be approved by unanimous vote. 8 members present. Board consists of 11 members.

REHABILITATION AND PRESERVATION

Building Code Enforcement

\$49,000

Summary: Project funds will be used to pay 50% of one existing full-time Building Inspector position and 50% of one full-time Clerk position. Through enforcement of the State's Sanitary and Building Codes, Fitchburg's housing stock will be greatly improved. To be eligible, this activity must be part of a comprehensive strategy to arrest deterioration, including housing rehab and demolition. It is estimated that 1,500 housing units (duplicated count) will be inspected in the CDBG strategy area.

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TOTAL REHABILITATION AND PRESERVATION

\$192,000.00

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Year 42 CDBG
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PLANNING AND ADMINISTRATION

CDBG Administration

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Summary: Project funds will be used to provide for the necessary administration of CDBG programs and sub-recipient contracts in accordance with federal guidelines, including staffing, technical services and planning activities. This also includes grant writing and administration of grant projects, which help leverage several million dollars in additional state and federal grants.

TOTAL PLANNING AND ADMINISTRATION

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City of Fitchburg, March 16, 2016

Year 42 CDBG
Program (cont)

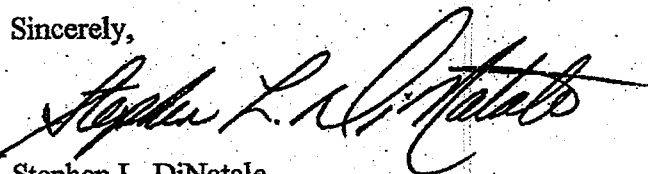
The Council as a whole Committee recommended the Total Funding for the Year 42 CDBG Program be approved by unanimous vote. 8 members present. Board consists of 11 members.

TOTAL RECOMMENDED YEAR 42 CDBG PROGRAM **\$974,243.04**

TOTAL ANTICIPATED FUNDING AVAILABLE **\$974,243.04**

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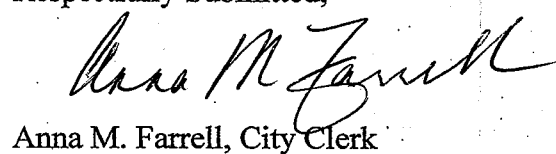
Stephen L. DiNatale
Mayor of Fitchburg

cc: Fitchburg City Council
Richard Sarasin, Auditor
Larry Casassa, Acting Director of Community Development
Mary McCaffrey, Community Development Administrator

The recommendation of the Council as a Whole Committee was accepted by unanimous vote. Recommended Funding for the Total Year 42 CDBG Program approved by unanimous vote. 8 members present. Board consists of 11 members.

The meeting adjourned at 8:02 P.M.

Respectfully Submitted,



Anna M. Farrell, City Clerk